21 FEB 1980

STAT

MEMORANDUM FOR: Deputy Director for Administration

FROM: Chief, Information Services Staff

SUBJECT: ISS Weekly Report (14-20 February 1980)

Regulations Control Division

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RCD processed 18 regulatory issuances, including changes in

RCD received a request from OEEO to permit a lawyer cleared by the Agency to review certain classified Agency regulations relating to issues in a complaint registered by a CIA employee. RCD requested OEEO to submit a written request providing more details.

Records Management Division

Representatives of ISS and Domestic Networks Division/OC further discussed the proposal to reduce the retention time of the Cable Reference File from 20 years to two years. RMD's position is that we should submit the proposal to NARS as previously coordinated throughout the Agency, but ISS agreed to look at some additional statistics from Cable Secretariat in response to the feeling that we may be overlooking an important need for this file beyond two years.

RMD, DDO/IMS, OGC and NARS representatives met concerning the disposition of Agency "instrumentality" records. The National Archives is interested in the Agency's internal program records covering these activities.
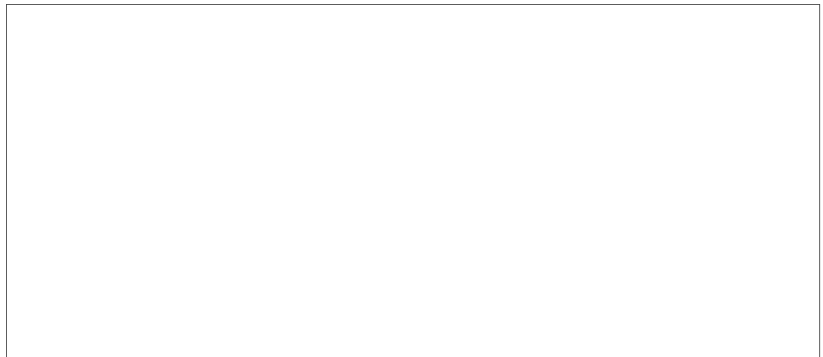
Classification Review Division

CRD processed approximately 20,000 pages of material and expended six man-days reviewing State Department galley proofs.

Information and Privacy Division

A separate report is attached.

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Attachment

ADMINISTRATIVE INTERNAL USE ONLY

21 February 1980

MEMORANDUM FOR: Deputy Director for Administration

STAT

FROM:

Chief, Information and Privacy Division, ISS

SUBJECT: IPD/ISS Weekly Report (14-20 February)

1. <u>The Week in Review</u>

		<u>14-20 Feb</u>	<u>1980 Weekly Average</u>
a.	New cases logged	50	58.6
b.	Cases closed	44	48.9
c.	New appeals logged	0	1.7
d.	Appeals closed	0	0.7
e.	Manpower (man-weeks)	86.8	95.7

2. <u>Current Backlogs</u>

   a. Initial requests - 2721

   b. Appeals - 424

3. <u>Spotlighted Requests</u>

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